**THE CITADEL CAREER CENTER**

(843) 953 - 1617 | careercenter@citadel.edu
www.citadel.edu/root/career

573 Huger St. (Behind Capers Hall)
Corner of Hagood Avenue & Huger Street

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**INFORMATIONAL INTERVIEWS**

Conducted by you to connect with professionals in your field of interest

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**HOURS**

**Drop - In Hours:**
Mon - Thurs 1:00pm - 4:00pm

**Fall | Spring Office Hours:**
Mon - Thurs 8:30am - 5:00pm
Friday 8:30am - 4:00pm

**Summer Office Hours:**
Mon - Thurs 7:30am - 5:30pm
Friday Closed

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**Explore ● Prepare ● Engage**

**AFTER THE INTERVIEW**

- **Thank** them for their advice & time
- **Ask** if you can keep in contact & if you can connect via LinkedIn
- **Send** a formal thank you within 24-48 hours by email, handwritten, or both
- **Follow through** on recommendations & keep person informed as appropriate

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**Don't Forget to Follow Us**

@citadelcareer  @citadelcareer

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**PERSON NOT AVAILABLE**

Be polite. Ask if you may contact them at a later date or ask for another contact they may recommend.

**PERSON DOESN'T RESPOND**

No response after a couple of weeks? Then contact someone else on your list.

**BOOKED INTERVIEW**

Confirm your meeting date, time, location, phone number. Send a reminder email a few days before meeting to confirm availability.

**SHORT LIST OF QUESTIONS**

Provide your list of questions before meeting. Ask additional questions if time allows.

**OFFER COPY OF RESUME**

Give it to the person you're meeting with before the meeting so they have time to learn more about you.

**BRING QUESTIONS & RESUME**

Bring extra copies of your resume and list of questions to the meeting.

**DRESS PROFESSIONAL & ARRIVE 15-MIN EARLY**

Be ready mentally and with all of your documents (questions/resume).

**KEEP THE INTERVIEW SHORT & SWEET**

These people are working professionals. If you run out of time ask if you can continue or schedule another meeting with them.
Explore ● Prepare ● Engage

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E x p l o r e  ●  P r e p a r e  ●  E n g a g e